



## Embassy of the United States of America 2022 Foreign Student (Thai) Intern Program

The 2022 Foreign National Student (Thai) Intern Program will be offered for two (2) sessions.

**Session 1:** From [April 4, 2022](#) through [May 27, 2022](#)

**Session 2:** From [June 6, 2022](#) through [July 29, 2022](#)

Applicants must meet the following criteria:

- Be a Thai citizen;
- Be a full-time third or fourth year undergraduate student at an accredited university located in Thailand, with at least one semester remaining before graduation/certification;
- Minimum 2.80 GPA;
- Possess good working knowledge of English; and
- Complete a security clearance (after selection).

### **To apply:**

1. First submit the [FNSIP Application Form](#).
2. Then email (***Subject Line: First Name – Last Name and Position Number***) the following attachments (in PDF format only) to [missionthailandfnsip@state.gov](mailto:missionthailandfnsip@state.gov) by **November 7<sup>th</sup>, 2021**.
  - a. Verification of student status
  - b. Transcript
  - c. Thai ID card

*Interested students can apply **only one session** for up to **3 positions**.*

### **IMPORTANT NOTE:**

- Work Hours: 40 hours/week
- This is unpaid job
- No housing or other allowances provided for students from other provinces
- After selection, selected students are required to pass security clearances. Therefore, they are required to be physically in country during these clearance processes

For additional information, please contact HR Operations Center at [missionthailandfnsip@state.gov](mailto:missionthailandfnsip@state.gov) or 02-205-4570.

## **Session 1: From April 4, 2022 through May 27, 2022**

### **U.S. Embassy Bangkok**

- [01](#) Consular Section/ Fraud Prevention Unit (CONS/FPU)
- [02](#) Consular Section/ Immigrant Visa Unit (CONS/IV)
- [03](#) Consular Section/ Non-Immigrant Visa Unit (CONS/NIV)
- [04](#) Financial Management Center (FMC)
- [05](#) Management Office/ Customer Service Center (MGMT/CSC)
- [06](#) Political Office (POL)
- [07](#) Public Affairs/ Cultural Affairs Office (PA/CAO) (*2 positions*)
- [08](#) Public Affairs/ Information Office (PA/IO/PRESS)
- [09](#) Public Affairs/Information Office (IO/PAO/SOCIAL MEDIA)
- [10](#) Regional Human Resources Office/ Operations Center (RHR/OC)
- [11](#) Refugee & Migration Affairs (RMA)
- [12](#) Regional Security Office (RSO) (*2 positions*)
- [13](#) U.S. Department of Homeland Security/ Immigration and Customs Enforcement,  
Homeland Security Investigations (DHS/ICE-HSI)
- [14](#) USAID/Logistics and Operation Team/Asia Regional training Center  
(USAID/LOT/ARTC)
- [15](#) USAID/Regional Executive Office (USAID/REXO)
- [16](#) US Patent and Trademark Office (USPTO)

### **U.S. Consulate General Chiang Mai**

- [17](#) Community Liaison Office (CLO) (*2 positions*)
- [18](#) Political/Economic Section (POL/ECON) (*2 positions*)
- [19](#) Public Affairs Section (PA)

## **Session 2: From June 6, 2022 through July 29, 2022**

### **U.S. Embassy Bangkok**

- [20](#)    Comptroller Global Financial Services Office/ Customer Support Desk and Training Division (CGFS/CST)
- [21](#)    Consular Section/ Fraud Prevention Unit (CONS/FPU)
- [22](#)    Consular Section/ Immigrant Visa Unit (CONS/IV)
- [23](#)    Consular Section/ Non-Immigrant Visa Unit (CONS/NIV)
- [24](#)    Consular Section/ American Citizen Services (CONS/ACS)
- [25](#)    Financial Management Center (FMC)
- [26](#)    Library of Congress (LOC)
- [27](#)    Management Office/ Customer Service Center (MGMT/CSC)
- [28](#)    Political Office (POL)
- [29](#)    Protocol Office (PROT) (*2 positions*)
- [30](#)    Public Affairs/ Information Office (PA/IO/PRESS)
- [31](#)    Public Affairs/Information Office (IO/PAO/SOCIAL MEDIA)
- [32](#)    Public Affairs/ Cultural Affairs Office (PA/CAO) (*2 positions*)
- [33](#)    Public Affairs/ Regional English Language Office (PA/RELO)
- [34](#)    Regional Human Resources Office/ HR Operations Center (RHRO/HROC)
- [35](#)    Regional Human Resources Office/Diplomatic Accreditation & Privileges (RHRO/DAP)
- [36](#)    Regional Security Office (RSO) (*2 positions*)
- [37](#)    U.S. Department of Homeland Security/ Immigration and Customs Enforcement, Homeland Security Investigations (DHS/ICE-HSI)
- [38](#)    U.S. Trade and Development Agency (USTDA)
- [39](#)    USAID/Logistics and Operation Team/Asia Regional Training Center (USAID/LOT/ARTC)

- [40](#) USAID/PRO - DOC (Program Office - Development Outreach Communications)  
*(2 positions)*
- [41](#) USAID/PRO - GID (Program Office - Gender and Inclusive Development)
- [42](#) USAID/PRO - MEL (Program Office Monitoring, Evaluation and Learning)
- [43](#) USAID/RDMA/CET (Client Experience Team)
- [44](#) USAID/RDMA/Office of Public Health (OPH)
- [45](#) USAID/Regional Environment Office *(2 positions)*
- [46](#) USAID/Regional Executive Office (USAID/REXO)
- [47](#) US Patent and Trademark Office (USPTO)

### **U.S. Consulate General Chiang Mai**

- [48](#) Community Liaison Office (CLO) *(2 positions)*
- [49](#) Political/Economic Section (POL/ECON) *(2 positions)*
- [50](#) Public Affairs Section (PA)

Internships will be offered in the following offices/organizations;

#### **01**

**Office/Organization:** Consular Section/ Fraud Prevention Unit (CONS/FPU)

**Location:** EOB, Wireless Road, Bangkok

#### **Job Description:**

- Assist in conducting data collection/analysis
- Assist with fraud prevention cases
- Create fraud prevention presentations
- Draft fraud assessment reports
- Perform any non-security related tasks as assigned by FPU.

#### **Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English

- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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## 02

**Office /Organization:** Consular Section/Immigrant Visa Unit (CONS/IV)

**Location:** EOB, Wireless Road, Bangkok

### **Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

### **Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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## 03

**Office /Organization:** Consular Section/Non-Immigrant Visa Unit (CONS/NIV)

**Location:** EOB, Wireless Road, Bangkok

### **Job Description:**

- Support the Non-Immigrant Visa (NIV) team with visa processing, to include but not limited to, affixing visa foils onto the passports and packaging visas to be returned to the applicants
- Assist officers with interview interpretation (Thai to English, vice versa)
- Assist in creating social media announcements and content

- Assist in creating PowerPoint Presentation for Visa outreach
- Assist in translating content for website from English to Thai

**Special Responsibilities (Optional):**

- Assist in Non-Immigrant Visa Outreach Events.
- Assist in Non-Immigrant Visa in-house events e.g. Student Visa Day, Consular Open House.

**Skills Required:**

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai
- Candidate must demonstrate interpersonal, customer service and intercultural skills
- Good attention to details and data accuracy
- Knowledge of third language is also considered as an advantage

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**04**

**Office /Organization:** Financial Management Center (FMC)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Assists the accountants in preparing, analyzing, reconcile and generate various monthly or weekly FMC financial reports such as, month-end report, ULO reports, Unliquidated Commitment, open advances, unprocessed transactions, and rejected transactions to ensure that these are correct and accuracy.
- Assists the accountant to prepare and review the Journal Voucher before getting approval from Financial Management Officer.
- Assists the voucher examiner to prepare, review and examine various vouchers before recording its information in RFMS/M.
- Assists and helps in the development and implementation of government policies and directives including practices for financial management, payroll, budgeting, accounting and vouchering.
- Under the supervision of FMC staff, the intern is expected to complete administrative works and assist with other budgeting, accounting and vouchering activities such as, maintaining a record of financial transactions, financial data management, filing the financial reports, taking notes during meeting, and learning more about financial management system (RFMS/M, ILMS and COAST).

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Excellent written and verbal communication skills in English.
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues.
- Interpersonal relations and customer service skills are required.

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## **05**

**Office /Organization:** Management Office/Customer Service Center (MGMT/CSC)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

### **Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

### **Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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## **06**

**Office /Organization:** Political Office (POL)

**Location:** NOB, 3<sup>rd</sup> Floor, Wireless Road, Bangkok

### **Job Description:**

- Monitor traditional and social media for developments on Thai political situation, security issues, foreign relations, social problems, and human rights issues; report, translate, or summarize those into English as assigned

- Conduct research and prepare summaries on key political and social issues
- Prepare or update briefing materials for meetings as well as visitors and perform as an interpreter in meetings as assigned
- Provide logistical and administrative support as assigned

**Skills Required:**

- Candidate must be proficient in Microsoft Word, Excel, and Internet search skills
- Candidate must be well versed with Thai social media
- Candidate must be fluent in written and spoken English
- Candidate must possess strong interpersonal relations, have the ability to work independently, and be able to travel if needed

**Education:**

- Candidate should have educational background in Political Science, Law, or related fields

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**07**

**Office /Organization:** Public Affairs/Cultural Affairs Office (PA/CAO) (*2 positions*)

**Location:** 9<sup>th</sup> & 10<sup>th</sup> Floor, GPF Wittayu Building, Bangkok

**Job Description:**

- Provide support for cultural, educational and exchange programs
- Help organize and carry out online meetings and conferences via Zoom, WebEx, Skype.
- Work on speaker and virtual speaker programs.
- Assist with coordinating grant projects
- Assist with alumni outreach programs
- Assist with the International Visitor and other exchange programs
- Assist with student advising activities, including school outreach programs
- Help create social media content
- Take program photos and videos, including editing skills
- Able to support programs as Emcee

**Skills Required:**

- Demonstrate a proficiency in Microsoft office products and Internet
- Comfortable with public speaking
- Good knowledge of English language, including speaking, reading and writing
- Good knowledge of social media, especially Facebook, Line and Instagram
- Excellent communication skills, able to work well independently or as part of a group
- Positive, can-do attitude



**Education:**

- Candidate must be currently enrolled in a university majoring in arts/fine arts (music, art, etc.) liberal arts, linguistics (English or English Translation), international relations, communication arts, journalism, or related fields to Cultural Affairs
- U.S. education experience is a plus

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**08**

**Office /Organization:** Public Affairs/Information Office (PA/IO/PRESS)

**Location:** 10<sup>th</sup> Floor, GPF Wittayu Building, Wireless Road, Bangkok

**Press Intern Job Description:**

- Assist the Embassy Spokesperson and Press Team to organize and conduct press conferences and events.
- Assist Translation Unit to translate English language products into Thai language appropriate to the Embassy's audience segments.
- Curate and update key media personality contact lists.
- Consume news and prepare press analysis for U.S. Embassy each morning.
- Prepare messaging materials for delivery to key press and stakeholders.
- Accompany Press Team on official meetings with Embassy leaders when press is involved.

**Ideal Skill Set:**

- Journalism knowledge
- Videography and editing skills
- Photography skills
- English language skills
- Communication and presentation skills
- Facility with Microsoft and Apple computer programs

**Education:**

- Candidates must be currently enrolled in universities majoring in journalism, communication arts, liberal arts, political science, English or English translation, and other related fields

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**09**

**Office /Organization:** Public Affairs/Information Office (IO/PAO/SOCIAL MEDIA)

**Location:** 10<sup>th</sup> Floor, GPF Wittayu Building, Bangkok

**Job Description:**

- Storyboard, create, and distribute digital media on Embassy social media platforms
- Plan impactful public diplomacy and social media campaigns related to key United States foreign policy goals
- Assist Social Media Unit as a photographer and videographer
- Help Social Media Unit to grow Facebook and Instagram followership and engagement.
- Update Public Affairs Section on new digital media news and trends
- Assist Social Media Team to translate content into Thai language appropriate to the Embassy's online audiences

**Skills Required (Optional):**

- Knowledge of digital media platforms, usage, trends, and content creation
- Videography and editing skills
- Photography skills
- English language skills
- Communication and presentation skills
- Facility with Microsoft and Apple computer programs

**Education (Optional):**

- Candidates must be currently enrolled in universities majoring in journalism, communication arts, liberal arts, political science, English or English translation, and other related fields

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**10**

**Office /Organization:** Regional Human Resources Office/Operations Center (RHRO/OC)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

## **Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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## **11**

**Office /Organization:** Office of Refugee & Migration Affairs (RMA)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description:** The selected intern will have flexibility to choose a project (or multiple projects) related to his/her interests. RMA priorities for this internship include:

- **Social Media Monitoring on Refugee issues:** Conduct regular monitoring and write summaries of social media reports relating to refugees and asylum seekers in Thailand. Research and provide information on how refugees, asylum seekers, and foreign migrants in Thailand use social media and other technologies to communicate and access services. Provide recommendations on how NGOs and service providers can better reach and communicate with refugee communities in Thailand
- **Thai Public Opinion:** Conduct research on Thai public attitudes towards refugees (including among younger Thais). Provide recommendations on how NGOs and international organizations (IOs) can improve Thai public opinion on welcoming refugees and asylum seekers
- **Young Refugees in Thailand:** Research the challenges and opportunities for refugee and asylum seeker youth in Thailand. Research the status of young refugees' access to primary, secondary, and tertiary education in Thailand. Provide recommendations for how Thailand can improve educational support for young refugees
- **Local Integration of Refugees in Thailand:** Research the barriers (particularly at the local level) facing refugees for integration into Thailand legally, societally, and culturally. Provide recommendations & best practices on examples of successful integration in Thailand
- **Refugee Work Rights:** Research and analyze legal prospects of rights to work for refugees in Thailand. Identify the root cause of problem and provide recommendations on what would need for positive change
- **Statelessness in Thailand:** Research the status of approximate 480,000 stateless persons in Thailand. Monitor the progress in addressing statelessness by the Royal Thai Government, and the challenges in facilitating access to nationality
- **Office Support & Other Duties:** The intern will be expected to support RMA staff with other duties, such as press monitoring, preparing documents and reports, hosting events, and attending official meetings and taking notes

**Special Responsibilities (Optional):**

- Applicants may be asked to join RMA staff on short-term domestic site visits (in Thailand) that may last from 1-3 days. All travel costs would be funded by RMA. This travel will not be mandatory but the intern will be encouraged to participate.

**Skills Required (Optional):**

- RMA will give preference to applicants that have experience with immigration, refugee, statelessness, social work, ethnic minority, or human rights issues. Examples of experience could include: a) Prior experience volunteering for an organization or student group that works on these topics; b) Academic coursework focused on these topics; or c) Personal knowledge about such topics due to family background or upbringing.

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**12**

**Office /Organization:** Regional Security Office (RSO) (2 *positions*)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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**13**

**Office/Organization:** U.S. Department of Homeland Security, Immigration and Customs Enforcement, Homeland Security Investigations (DHS/ICE-HSI)

**Location:** Sindhorn Building, Tower 2, 12<sup>th</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Assist U.S. and locally engaged staff investigators in their day-to-day duties within the ICE-HSI Attaché Bangkok area of responsibility
- Assisting in the planning of training and outreach activities provided to local law enforcement agencies and non-governmental organization
- Assist with issues related to the ICE repatriation program
- Conduct research into laws and regulations as they pertain to ICE's investigative strategies
- Any other duties associated with the daily activities of a professional law enforcement office

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Be a student in good standing pursuing a degree in Law Enforcement, Criminal Justice or Law

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**14**

**Office /Organization:** U.S Agency for International Development/Logistics and Operation Team/Asia Regional Training Center (USAID/LOT/ARTC)

**Location:** Athenee Tower, 31<sup>st</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Execute marketing campaign for training courses including designing a course announcement
- Deliver an opening security/facility briefing for classes held at training center
- Assist with developing data-collection templates for budget and utilization reporting
- Assist in organizing trainings, seminars, and other events including IT support

- Provide general administrative support on a daily basis such as a visa letter and correspondence
- Assist in coordinating with other training centers and offices on training related matter

**Skills Required:**

- Proficient computer skills, including Google Workspace and Canva
- Interpersonal relations and customer service skills
- Excellent written and verbal communication skills in English
- Effective teamwork skill and commitment to working with diverse colleagues

**Education:**

- Background in School of Arts, Mass Communications, Business Administration, Public Administration, Education, Social Science or International Relations

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**15**

**Office /Organization:** U.S Agency for International Development/Regional Executive Office (USAID/REXO)

**Location:** USAID Office, Athenee Tower, Wireless Road, Bangkok

**Job Description:**

- Assist in coordinating job announcements for USAID positions
- Assist with the management of recruitment mailbox to receive, organize, and screen candidates application form/package
- Schedule written tests and interviews with candidates
- Act as a focal point for USAID/RDMA interns activities. Facilitate logistical arrangement to support internship program. Ensure all USAID/RDMA interns are made aware of the latest program requirements

**Skills Required:**

- Excellent administrative and organizational skills
- Ability to work in a fast-paced, team-oriented environment
- Ability to maintain the integrity and confidentiality of personnel matters

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**16**

**Office /Organization:** U.S. Patent and Trademark Office (USPTO)

**Location:** GPF Witthayu Building, 3<sup>rd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Search and extract information from reference sources
- Provide first-handed review of new development in law, summarize, translate, assist in updating Intellectual Property Law in the region
- Assist in organizing trainings, seminar and arrangement of IP related events
- Assist with ad hoc projects

**Skills Required:**

- Excellent in both written and spoken English with a confidence in public-speaking
- Proficient in Microsoft Offices and Google Applications with an ability to use Spreadsheet applications for data management and analysis
- Good organizational skills and attention to detail
- Good interpersonal skills and customer service

**Education:**

- Candidate must currently enroll in school of Law

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17

**Office /Organization:** Community Liaison Office (CLO) (2 positions)

**Location:** Chiang Mai

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Creative thinker, who is good at problem-solving
- Not afraid to ask questions and reach out to community members (US and Thai)
- Desire to learn about newsletters and event planning. Good attitude!

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## **18**

**Office /Organization:** Political/Economic Section (POL/ECON) (2 positions)

**Location:** Chiang Mai

**Job Description:**

- Monitor political and economic events through various media sources, key developments and selected issues of interest in local and cross-border regions
- Attend and report on seminars, workshops, rallies and other relevant political events of U.S. Government (USG) interest
- Gather data for economic, commercial and environmental reporting
- Manage and update economic and commercial database
- Support the economic and commercial content on the Consulate's social media platform
- Update biographical data and profiles of key individuals and organizations within the consular district
- Assist with scheduling visits and other preparations for USG officials or high-profile visitors
- Work with interns from other sections on joint projects

**Skills Required:**

- Good computer and internet skills
- English language proficiency with report writing ability
- Availability to work beyond normal working hours when needed

**Education:**

- Preferred areas of study: Political Science, International Relations, Economics, Business Administration, Public Administration, Sociology, Law, and Humanities/History.

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## **19**

**Office /Organization:** Public Affairs Section (PA)

**Location:** Chiang Mai

**Job Description:**

- Provide support for regular cultural and educational programs



- Assist in arranging media events. -Design and produce brochures/posters, including other promotional materials. -Assist with online communication (Facebook, Twitter, and Website updates)
- Create video and photo campaigns for the Consulate.
- Take and edit photos and video footage for major U.S. Consulate events.
- Provide translation for documents, social media posts, meetings, and events.
- Monitor news and conduct background research using all major news media outlets in northern Thailand
- Survey opportunities for the Consulate to engage in local community/public events.
- Monitor and organize inventory (promotional items and publications).
- Update educational/cultural and media contact database
- General Tasks: Assist with daily administrative requirements, translation service, and logistics

### **Skills Required:**

- Interest in communications, media, and cultural affairs
- Multitasking, enthusiastic, and creative
- Good computer and internet skills. Design program skills would be a plus
- Pleasant personality; excellent communication skills
- Time management skills; able to work independently
- Excellent English skills. English-Thai translation ability is a must

### **Education:**

- Preferred areas of study: Arts, Humanities, Liberal Arts, Mass Communications, Graphics, Audio/Visual Art, and Design.

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## **20**

**Office/Organization:** Comptroller Global Financial Services Office/Customer Support Desk and Training Division (CGFS/CST)

**Location:** EOB, Wireless Road, Bangkok

### **Job Description:**

- Be the first line of Customer Support who will work directly with customers to resolve financial and software issues or will escalate the issue to a Tier I or Tier II Customer Support analysts within a reasonable time frame. Each inquiry from the customer will be stored and recorded in the tracking System for documenting and tracking purpose. During the hours of operation, the expectation is that an intern will be present to take incoming call or e-mail inquiries

- Provides system updates and user maintenance procedures for Global eTravel application (E2 Solutions) to more than 200 Embassies and Consulates worldwide to keep post travel functioning smoothly. The main functions will include unlocking/resetting (initializing) passwords, adding new users, deleting existing user accounts, updating existing profiles, moving users from one Minor Customer to another, and updating routing changes

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Studying in Business Administration, Computer Science, Information Management Systems or related fields.

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**21**

**Office/Organization:** Consular Section/ Fraud Prevention Unit (CONS/FPU)

**Location:** EOB, Wireless Road, Bangkok

**Job Description:**

- Assist in conducting data collection/analysis
- Assist with fraud prevention cases
- Create fraud prevention presentations
- Draft fraud assessment reports
- Perform any non-security related tasks as assigned by FPU.

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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**Office /Organization:** Consular Section/Immigrant Visa Unit (CONS/IV)

**Location:** EOB, Wireless Road, Bangkok

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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**Office /Organization:** Consular Section/Non-Immigrant Visa Unit (CONS/NIV)

**Location:** EOB, Wireless Road, Bangkok

**Job Description:**

- Support the Non-Immigrant Visa (NIV) team with visa processing, to include but not limited to, affixing visa foils onto the passports and packaging visas to be returned to the applicants
- Assist officers with interview interpretation (Thai to English, vice versa)
- Assist in creating social media announcements and content
- Assist in creating PowerPoint Presentation for Visa outreach
- Assist in translating content for website from English to Thai

**Special Responsibilities (Optional):**

- Assist in Non-Immigrant Visa Outreach Events.

- Assist in Non-Immigrant Visa in-house events e.g. Student Visa Day, Consular Open House.

**Skills Required:**

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai
- Candidate must demonstrate interpersonal, customer service and intercultural skills
- Good attention to details and data accuracy
- Knowledge of third language is also considered as an advantage

**24**

**Office /Organization:** Consular Section/American Citizen Services (CONS/ACS)

**Location:** EOB, Wireless Road, Bangkok

**Job Description:**

- Support the Non-Immigrant Visa (NIV) team with visa processing, to include but not limited to, affixing visa foils onto the passports and packaging visas to be returned to the applicants
- Assist officers with interview interpretation (Thai to English, vice versa)
- Assist in creating social media announcements and content
- Assist in creating PowerPoint Presentation for Visa outreach
- Assist in translating content for website from English to Thai

**Special Responsibilities (Optional):**

- Assist in Non-Immigrant Visa Outreach Events.
- Assist in Non-Immigrant Visa in-house events e.g. Student Visa Day, Consular Open House.

**Skills Required:**

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai
- Candidate must demonstrate interpersonal, customer service and intercultural skills
- Good attention to details and data accuracy
- Knowledge of third language is also considered as an advantage

**Education:**

- Liberal Arts, Political Sciences, Social Work

## 25

**Office /Organization:** Financial Management Center (FMC)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Assists the accountants in preparing, analyzing, reconcile and generate various monthly or weekly FMC financial reports such as, month-end report, ULO reports, Unliquidated Commitment, open advances, unprocessed transactions, and rejected transactions to ensure that these are correct and accuracy
- Assists the accountant to prepare and review the Journal Voucher before getting approval from Financial Management Officer
- Assists the voucher examiner to prepare, review and examine various vouchers before recording its information in RFMS/M
- Assists and helps in the development and implementation of government policies and directives including practices for financial management, payroll, budgeting, accounting and vouchering
- Under the supervision of FMC staff, the intern is expected to complete administrative works and assist with other budgeting, accounting and vouchering activities such as, maintaining a record of financial transactions, financial data management, filing the financial reports, taking notes during meeting, and learning more about financial management system (RFMS/M, ILMS and COAST)

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

## 26

**Office /Organization:** Library of Congress (LOC)

**Location:** EOB, Wireless Road, Bangkok

**Job Description:**

- Working on records on Khmer language materials acquired by LOC from the Khmer vendor

- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Intermediate Khmer language (read and write)
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Intermediate Khmer language (read and write)

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27

**Office /Organization:** Management Office/Customer Service Center (MGMT/CSC)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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28

**Office /Organization:** Political Office (POL)

**Location:** NOB, 3<sup>rd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Monitor traditional and social media for developments on Thai political situation, security issues, foreign relations, social problems, and human rights issues; report, translate, or summarize those into English as assigned
- Conduct research and prepare summaries on key political and social issues
- Prepare or update briefing materials for meetings as well as visitors and perform as an interpreter in meetings as assigned
- Provide logistical and administrative support as assigned

**Skills Required:**

- Candidate must be proficient in Microsoft Word, Excel, and Internet search skills
- Candidate must be well versed with Thai social media
- Candidate must be fluent in written and spoken English
- Candidate must possess strong interpersonal relations, have the ability to work independently, and be able to travel if needed

**Education:**

- Candidate should have educational background in Political Science, Law, or related fields

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**29**

**Office /Organization:** Protocol Office (PROT) (*2 positions*)

**Location:** NOB, 3<sup>rd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Provide support to all events hosted by the Ambassador and the Deputy Chief of Mission
- Co-ordinate with other sections within the Embassy and external stakeholders to update profile of guests of the Ambassador and the Deputy Chief of Mission
- Make follow up phone calls with /or write correspondence emails to the offices of the Ambassador and the Deputy Chief of Mission's guests to confirm their attendance and obtain their details (dietary restrictions and vehicle information)
- Prepare booklets of photo collection of Ambassador or the Deputy Chief of Mission's VVIP guests
- Follow media, research and collect information from newspapers, internet, social media and other sources

- Attend functions (mostly after working hours) hosted by the Ambassador and the Deputy Chief of Mission, check guests and ensure the smooth arrival of VVIPs
- Tactfully handle phone calls and emails from the public addressed to the Ambassador and the Deputy Chief of Mission as well as to the Protocol Office
- Ensure that all information received is entered completely and accurately in the Embassy's guest database
- Perform other duties as assigned

#### **Skills Required:**

- Candidate must be proficient in English and Thai
- Candidate must demonstrate a proficiency in Microsoft Outlook, Word, Excel, Power Point, Publisher and Internet Skills
- Knowledge of important people in Thailand and Thai culture and politics are preferable
- Good interpersonal skill, detail-attentiveness and eagerness to learn are most desirable

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### **30**

**Office /Organization:** Public Affairs/Cultural Affairs Office (PA/CAO) (*2 positions*)

**Location:** GPF Wittayu Building, 9<sup>th</sup> & 10<sup>th</sup> Floor, Wireless Road, Bangkok

#### **Job Description:**

- Provide support for cultural, educational and exchange programs
- Help organize and carry out online meetings and conferences via Zoom, WebEx, Skype.
- Work on speaker and virtual speaker programs.
- Assist with coordinating grant projects
- Assist with alumni outreach programs
- Assist with the International Visitor and other exchange programs
- Assist with student advising activities, including school outreach programs
- Help create social media content
- Take program photos and videos, including editing skills
- Able to support programs as Emcee

#### **Skills Required:**

- Demonstrate a proficiency in Microsoft office products and Internet
- Comfortable with public speaking
- Good knowledge of English language, including speaking, reading and writing
- Good knowledge of social media, especially Facebook, Line and Instagram
- Excellent communication skills, able to work well independently or as part of a group



- Positive, can-do attitude

**Education:**

- Candidate must be currently enrolled in a university majoring in arts/fine arts (music, art, etc.) liberal arts, linguistics (English or English Translation), international relations, communication arts, journalism, or related fields to Cultural Affairs
- U.S. education experience is a plus

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**31**

**Office /Organization:** Public Affairs/Information Office (PA/IO/PRESS)

**Location:** GPF Wittayu Building, 10<sup>th</sup> Floor, Wireless Road, Bangkok

**Press Intern Job Description:**

- Assist the Embassy Spokesperson and Press Team to organize and conduct press conferences and events.
- Assist Translation Unit to translate English language products into Thai language appropriate to the Embassy's audience segments.
- Curate and update key media personality contact lists.
- Consume news and prepare press analysis for U.S. Embassy each morning.
- Prepare messaging materials for delivery to key press and stakeholders.
- Accompany Press Team on official meetings with Embassy leaders when press is involved.

**Ideal Skill Set:**

- Journalism knowledge
- Videography and editing skills
- Photography skills
- English language skills
- Communication and presentation skills
- Facility with Microsoft and Apple computer programs

**Education:**

- Candidates must be currently enrolled in universities majoring in journalism, communication arts, liberal arts, political science, English or English translation, and other related fields

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**32**

**Office /Organization:** Public Affairs/Information Office (IO/PAO/SOCIAL MEDIA)

**Location:** GPF Wittayu Building, 10<sup>th</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Storyboard, create, and distribute digital media on Embassy social media platforms
- Plan impactful public diplomacy and social media campaigns related to key United States foreign policy goals
- Assist Social Media Unit as a photographer and videographer
- Help Social Media Unit to grow Facebook and Instagram followership and engagement.
- Update Public Affairs Section on new digital media news and trends
- Assist Social Media Team to translate content into Thai language appropriate to the Embassy's online audiences

**Skills Required (Optional):**

- Knowledge of digital media platforms, usage, trends, and content creation
- Videography and editing skills
- Photography skills
- English language skills
- Communication and presentation skills
- Facility with Microsoft and Apple computer programs

**Education (Optional):**

- Candidates must be currently enrolled in universities majoring in journalism, communication arts, liberal arts, political science, English or English translation, and other related fields

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**33**

**Office /Organization:** Public Affairs/Regional English language Office (PA/RELO)

**Location:** GPF Wittayu Building, 10<sup>th</sup> Floor, Bangkok

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required (Optional):**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Prefer an intern who is studying to become a teacher of English if possible. English majors in general would also be fine.

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**34**

**Office /Organization:** Regional Human Resources Office/HR Operations Center (RHR/HROC)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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**35**

**Office /Organization:** Regional Human Resources Office/Diplomatic Accreditation & Privileges (RHR/DAP)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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**36**

**Office /Organization:** Regional Security Office (RSO) (*2 positions*)

**Location:** NOB, 2<sup>nd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English

- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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## 37

**Office/Organization:** U.S. Department of Homeland Security, Immigration and Customs Enforcement, Homeland Security Investigations (DHS/ICE-HSI)

**Location:** Sindhorn Building, Tower 2, 12<sup>th</sup> Floor, Wireless Road, Bangkok

### **Job Description:**

- Assist U.S. and locally engaged staff investigators in their day-to-day duties within the ICE-HSI Attaché Bangkok area of responsibility
- Assisting in the planning of training and outreach activities provided to local law enforcement agencies and non-governmental organization
- Assist with issues related to the ICE repatriation program
- Conduct research into laws and regulations as they pertain to ICE's investigative strategies
- Any other duties associated with the daily activities of a professional law enforcement office

### **Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

### **Education:**

- Be a student in good standing pursuing a degree in Law Enforcement, Criminal Justice or Law

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## 38

**Office/Organization:** U.S. Trade and Development Agency (USTDA)

**Location:** Wireless Road, Bangkok

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required
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**39**

**Office /Organization:** U.S Agency for International Development/Logistics and Operation Team/Asia Regional Training Center (USAID/LOT/ARTC)

**Location:** Athenee Tower, 31<sup>st</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Execute marketing campaign for training courses including designing a course announcement
- Deliver an opening security/facility briefing for classes held at training center
- Assist with developing data-collection templates for budget and utilization reporting
- Assist in organizing trainings, seminars, and other events including IT support
- Provide general administrative support on a daily basis such as a visa letter and correspondence
- Assist in coordinating with other training centers and offices on training related matter

**Skills Required:**

- Proficient computer skills, including Google Workspace and Canva
- Interpersonal relations and customer service skills
- Excellent written and verbal communication skills in English

- Effective teamwork skill and commitment to working with diverse colleagues

**Education:**

- Background in School of Arts, Mass Communications, Business Administration, Public Administration, Education, Social Science or International Relations

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**40**

**Office /Organization:** USAID/PRO – DOC (Program Office – Development Outreach Communications) (*2 positions*)

**Location:** Athenee Tower, Wireless Road, Bangkok

**Job Description:**

- Help prepare USAID communications materials. These include, but are not limited to, photos, videos, posters, social media posts, infographics, and PowerPoint presentations
- Assist with graphic design, events management, and photo and video editing
- May occasionally provide administrative support; schedule appointments, prepare procurement documents, arrange and coordinate meetings as assigned

**Skills Required:**

- Ability to demonstrate proficiency in graphic and video programs such as Adobe Photoshop/Lightroom, Adobe Illustrator, Adobe InDesign, or Final Cut Pro
- Graphic design, photography, and video editing skills are highly preferable

**Education:**

- Candidate must be currently enrolled in school with a focus on Communication Arts, Mass Communication, Journalism, Multimedia Design, or similar areas.

\*\*\*\*\*

**41**

**Office /Organization:** U.S Agency for International Development/PRO – GID (Program Office - Gender and Inclusive Development)

**Location:** Athenee Tower, Wireless Road, Bangkok

**Job Description:**

The ideal intern is open-minded, curious to know about the world of international development, and willing to ask questions and contribute to our office's commitment to learning! It is helpful to have research experience and to enjoy translating technical issues into articles or reports that non-specialists can understand. You will join a diverse small team that respects and celebrates differences and promotes equality among all people. You may be asked to:

- Help organize data, reports, and documents related to USAID's, other governments' and international organizations' policies and programs to promote gender equality and inclusion of all people to contribute to and benefit from their country's development, regardless of class, race, sex, gender identity, gender orientation, religion, or caste (referred to at USAID as "inclusive development")
- Undertake literature reviews, and compile and analyze data and statistics on gender and inclusive development issues in Thailand and/or in the South-east Asia region
- Track regional and global news sources for trending topics and high priority gender and social issues of youth in Thailand and the South-east Asia region
- Assist in the preparation of creative data and policy presentation for internal and external audiences
- Propose and, if approved, develop a paper or presentation on a topic of your personal interest related to gender and inclusive development or social equality

#### **Skills Required:**

- A strong interest in human rights, gender equality, and inclusive development and cultural sensitivity and ability to interact with individuals of different cultural backgrounds, beliefs, and sexual orientation, gender identity, and expression (SOGIE)
- A willingness to speak up and ask questions about what you are hearing or reading

#### **Education:**

- Candidates may have a major in any field, but must be able to demonstrate his/her/their knowledge and interest in gender, inclusive development, and social issues.

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## **42**

**Office /Organization:** U.S Agency for International Development/PRO – MEL (Program Office Monitoring, Evaluation and Learning

**Location:** Athenee Tower, Wireless Road, Bangkok

**Job Description:**



- Provide support to the Monitoring, Evaluation, and Learning (MEL) team in data management of indicator results (in Google Sheet and/or Excel, as well as web-based database system as allowed), including reviewing, updating and reconciling data
- With MEL Team's support and guidance, conduct data analyses and/or set up data dashboarding/visualization for ongoing oversight/monitoring on key issues
- With MEL Team's support, develop GIS/mapping data template, and collaborate with relevant teams to gather GIS information and incorporate into the online database (TBD)
- Assist the MEL Team in developing and delivering presentations to different audiences

### **Skills Required:**

- Knowledge and skills in social science quantitative data management, analysis, and visualization are required
- Knowledge and skills in the use of Geographic Information System (GIS) such as ArGGIS and/or Tableau or similar softwares are highly desirable\* \*Candidates who have the skills in data analysis and visualization, but no or marginal GIS experience are encouraged to apply

### **Education:**

- Candidates may have a major in social science, geography, statistics, and other related fields.

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## **43**

**Office /Organization:** U.S Agency for International Development/RDMA/CET (Client Experience Team)

**Location:** Athenee Tower, Wireless Road, Bangkok

### **Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports and data analysis
- Assist in development and improvement of data collection process
- Assist in organizing office special activities/projects
- Perform other duties as assigned

### **Skills Required:**

- Proficient computer skills, including Google Suites (Google Doc, Google Sheets, and Google Slides)
- Has data analysis skills or is eager to develop data analysis skills using Pivot Table and/or Tableau Visualization
- Creative thinker with excellent presentation skills
- Excellent written and verbal communication skills in English
- Able to work effectively together with diverse groups of colleagues
- Interpersonal relations and customer service skills are required

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## 44

**Office /Organization:** U.S Agency for International Development/RDMA/Office of Public Health (OPH)

**Location:** Athenee Tower, 25<sup>th</sup> Floor, Wireless Road, Bangkok

### **Job Description:**

- Assist technical staff on selected assignments of USAID/Office of Public Health priorities such as HIV, Malaria, Emerging Infectious Diseases and Antimicrobial Resistance.

### **Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others. Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

### **Education:**

- Candidates currently enroll in the Bachelor degree of Public health or relevance is desirable

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## 45

**Office /Organization:** U.S Agency for International Development/Regional Environment Office (USAID/REO) (*2 positions*)

**Location:** Athenee Tower, Wireless Road, Bangkok

### **Job Description:**

- Develop and/or Update a reader-friendly Infographic communications tool for REO programs to capture the program's scope and objectives into one page
- Assist in creating tools for documenting and tracking communications tied to program activities, including social media and other public outreach efforts
- Review Program deliverables and analysis if the program is effective
- Review Program Report and provide summary of program and budget by country

**Skills Required:**

- Ability to demonstrate proficiency in graphic and video programs such as Canva, Piktochart, Adobe Photoshop/Lightroom, Adobe Illustrator, Adobe InDesign, or Final Cut Pro
- Create infographic or video editing skills are highly preferable

**Education:**

- Communication Arts, Mass Communication, Journalism, Multimedia Design, Bus Admin or Commerce, or similar area.

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**46**

**Office /Organization:** U.S Agency for International Development/Regional Executive Office (USAID/REXO)

**Location:** Athenee Tower, Wireless Road, Bangkok

**Job Description:**

- Assist in coordinating job announcements for USAID positions
- Assist with the management of recruitment mailbox to receive, organize, and screen candidates application form/package
- Schedule written tests and interviews with candidates
- Act as a focal point for USAID/RDMA interns activities. Facilitate logistical arrangement to support internship program. Ensure all USAID/RDMA interns are made aware of the latest program requirements

**Skills Required:**

- Excellent administrative and organizational skills
- Ability to work in a fast-paced, team-oriented environment
- Ability to maintain the integrity and confidentiality of personnel matters

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## **47**

**Office /Organization:** U.S. Patent and Trademark Office (USPTO)

**Location:** GPF Witthayu Building, 3<sup>rd</sup> Floor, Wireless Road, Bangkok

**Job Description:**

- Search and extract information from reference sources
- Provide first-handed review of new development in law, summarize, translate, assist in updating Intellectual Property Law in the region
- Assist in organizing trainings, seminar and arrangement of IP related events
- Assist with ad hoc projects

**Skills Required:**

- Excellent in both written and spoken English with a confidence in public-speaking
- Proficient in Microsoft Offices and Google Applications with an ability to use Spreadsheet applications for data management and analysis
- Good organizational skills and attention to detail
- Good interpersonal skills and customer service

**Education:**

- Candidate must currently enroll in school of Law

## **48**

**Office /Organization:** Community Liaison Office (CLO) (2 positions)

**Location:** Chiang Mai

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including develop and maintain a filing system, both electronic and physical
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Creative thinker, who is good at problem-solving
- Not afraid to ask questions and reach out to community members (US and Thai)

- Desire to learn about newsletters and event planning. Good attitude!

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## 49

**Office /Organization:** Political/Economic Section (POL/ECON) (2 positions)

**Location:** Chiang Mai

### **Job Description:**

- Monitor political and economic events through various media sources, key developments and selected issues of interest in local and cross-border regions
- Attend and report on seminars, workshops, rallies and other relevant political events of U.S. Government (USG) interest
- Gather data for economic, commercial and environmental reporting
- Manage and update economic and commercial database
- Support the economic and commercial content on the Consulate's social media platform
- Update biographical data and profiles of key individuals and organizations within the consular district
- Assist with scheduling visits and other preparations for USG officials or high-profile visitors
- Work with interns from other sections on joint projects

### **Skills Required:**

- Good computer and internet skills
- English language proficiency with report writing ability
- Availability to work beyond normal working hours when needed

### **Education:**

- Preferred areas of study: Political Science, International Relations, Economics, Business Administration, Public Administration, Sociology, Law, and Humanities/History.

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## 50

**Office /Organization:** Public Affairs Section (PA)

**Location:** Chiang Mai

### **Job Description:**

- Provide support for regular cultural and educational programs

- Assist in arranging media events. -Design and produce brochures/posters, including other promotional materials. -Assist with online communication (Facebook, Twitter, and Website updates)
- Create video and photo campaigns for the Consulate.
- Take and edit photos and video footage for major U.S. Consulate events.
- Provide translation for documents, social media posts, meetings, and events.
- Monitor news and conduct background research using all major news media outlets in northern Thailand
- Survey opportunities for the Consulate to engage in local community/public events.
- Monitor and organize inventory (promotional items and publications).
- Update educational/cultural and media contact database
- General Tasks: Assist with daily administrative requirements, translation service, and logistics

### **Skills Required:**

- Interest in communications, media, and cultural affairs
- Multitasking, enthusiastic, and creative
- Good computer and internet skills. Design program skills would be a plus
- Pleasant personality; excellent communication skills
- Time management skills; able to work independently
- Excellent English skills. English-Thai translation ability is a must

### **Education:**

- Preferred areas of study: Arts, Humanities, Liberal Arts, Mass Communications, Graphics, Audio/Visual Art, and Design.